(2) System Generated Cardholder Transaction Logs

On a daily basis, Citibank® transmits, via electronic tape, the sales data received from vendors to the AEPC system within the CENT System. Cardholder logs are generated by this tape transmittal. Cardholders can view the logs using transaction VI03 throughout the month to see what transactions have hit the SUNY system. These cardholder logs create a pending expenditure transaction within sub object 3095 in the account the card is coded to charge. These pending transactions will include the purchase date, amount charged, and the vendor name. Cardholders can also view these pending expenditures in the All Funds Accounting Application. The presence of a log entry within the AEPC system does not mean your account has paid the expense. The log sets aside funds, via a pending expenditure against your account, to pay it. Monthly Visa charges will roll from pending to actual within 5 business days of the campus-wide certification. Charges that have been paid are posted under actual expenses in your account and are assigned a document number that starts with an X.

(3) Changing accounts and /or sub objects to be charged

The daily transaction logs generated by the tape transmittal are available for edit throughout the month. **TIP**: Edit your log entries as they hit your log list. All edits must be done before your monthly certification. Editing logs throughout the month will ensure timely certification of your billing statement.

A. Changing the account to be charged

Cardholders with several University accounts can change the account number to be charged for a purchase. On the main cardholder menu in the AEPC system, tab to VI03, and hit the Enter key.
D. Citibank® Procurement Card Transaction Logs

3) Changing Accounts and/or sub objects (continued)

A list of all pending charge logs for the current month will appear. To view the charge detail for an individual log in the list, place an X to the left of the log number and hit the Enter key.

This will bring up the log detail screen for this transaction. This screen provides all the details about a given transaction. On the lower left side of the screen, (see next page) the following is listed:

- The account to be charged including fiscal year
- The sub object to be charged
- The amount to be charged

To change the account charged, cardholders should tab down to the amount in the original entry and enter 0.00. (See next page) **Note:** This is the only item the cardholder can edit in the original log. The amount is provided in the upper right corner of the screen for your reference. Cardholders must tab down below the original entry and type in the appropriate charge information including:

- The account to be charged including fiscal year (FY field)
- The sub object to be charged
- The amount to be charged
Once these entries are input, place in $S$ in the $F=>$ field and hit the *Enter* key.

The message *Depress Enter to complete transaction* will appear. Hit the *Enter* key again to complete the transaction.
(3) Changing Accounts and /or sub objects (continued)

B. Changing the sub object to be charged

Under certain circumstances, cardholders must change the sub object charged for a credit card purchase.

- Equipment purchases must be charged to sub object 7395
- Construction fund purchases must be charged to sub object 7601

All procurement logs automatically charge sub object 3095. Recall that the only item in the original log entry that cardholders can edit is the amount. The process to change a sub object is identical to changing an account.

1. Access the log detail within VI03, log list, of the CBPC system
2. Zero out the amount charged in the original entry
3. Tab to the line below the original entry
4. Reenter the charge detail and enter the appropriate sub object.
5. Place an S by the $F=>$ prompt and hit enter twice to save the change.

(4) Problems transferring expenses to different university accounts

A cardholder’s ability to transfer expenses to different accounts is governed by two factors. The cardholder’s account access, as defined by, their job function and the available resources within OTPS in the account to be charged. Based on these factors, when cardholders attempt to save account changes, the following systems errors can occur.

A. Job function does not have access to this account
B. Job function can only inquire against this account
C. SAMI unencumbered balance error
D. SUNY segregation error

Errors A and B require adjustments to your system access as defined by your job function. Cardholders will not be granted the authority to charge accounts for which they are not a signatory, without the prior approval, in writing, of the account manager.

Errors C and D are related to funding problems. Error C indicates insufficient OTPS allocation within the account to be charged. Another account must be used in these instances. Error D relates to a campus allocation problem and does not relate to an individual account balance. Cardholders with errors A, B, or D should contact Eileen Scanlan at 442-3195 or via email at escanlan@uamail.albany.edu.